



**RANCHO LOS AMIGOS**  
NATIONAL REHABILITATION CENTER

**INTERMEDIATE CLERK**  
**( Patient Care Area Unit Clerk)**

Rancho Los Amigos National Rehabilitation Center is an internationally renowned provider of choice in the field of medical rehabilitation and research. *U.S. News and World Report* consistently ranks us among the top rehabilitation hospitals in the United States. The Department of Nursing is currently seeking highly qualified individuals to fill Intermediate Typist Clerk (Unit Clerk) vacancies within the Nursing Department on various units and shifts.

**Duties:**

- Greets and offers assistance to patients, staff and visitors
- Screens, prioritizes, routes, and/or takes messages on incoming telephone calls; distributes mail
- Reviews, transcribes and faxes physicians' orders
- Prepares patient records for admission, team conference, patient rounds
- Maintains confidentiality of patient records, according to regulatory standards, (e.g., HIPAA)
- Performs computer order entry
- Performs timekeeping duties for the unit
- Maintains desk and storage areas in an organized manner
- Provides backup clerical coverage in the absence of other Unit Clerks

**Desirable Qualifications:**

- Excellent customer service, organizational and leadership skills
- Strong written and oral communication skills, including telephone skills
- Knowledge of basic medical terminology
- Produces an accurate, thorough and speedy work product
- Utilizes office machines such as computers, copier, scanners relative to the performance of duties
- Self-directed and able to work independently and with others to accomplish duties
- Team player who can readily work with all levels of management, staff, and visitors
- Ability to maintain confidentiality and security of sensitive information
- Able to maintain, organize, analyze, and prioritize multiple assignments simultaneously

**Submit Resume to:**

Sharon F. Arnwine Ms, RN,CNO-Director of Nurse Recruitment at RLANRC email:sarnwine@dhs.lacounty.gov  
Or Joy Bostic MSN, RN, ANDA- Recruiter RLANTC email [jbostic@dhs.lacount.gov](mailto:jbostic@dhs.lacount.gov)  
7601 E. Imperial Highway, Downey CA 90242 Phone (562) 401-7912 Fax(562) 803-6231

Current Los Angeles County employees must also submit copies of performance evaluations and time records for the past two years.

Resumes will be accepted until the needs of the department are met. Candidates must currently be on the position for a lateral transfer or reachable on the DHS certification list.

This is not a a civil service exam

Equal Opportunity Employer

posted 12/14/15